

Out-of-State Fingerprinting Instructions

Please follow instructions carefully.

Selecting the incorrect agency or applicant type will require being re-fingerprinted.

Individuals who reside out-of-state or are not able to be fingerprinted at a location in Indiana may use a local law enforcement agency or other entity that provides fingerprinting using a fingerprint ink card. The ink card will be converted into an electronic fingerprint record to complete the background check.

To Schedule Online:

1. Go to www.identogo.com, select the state of Indiana, and click **Go**.
2. Click **Appointments**.
3. Click **Schedule a New Appointment**.
4. From the **Agency Name** drop-down menu, select **Family & Social Services Administration** and click **Go**.
5. From the **Applicant Type** drop-down menu, select **FSSA Affordable Care Act** and click **Go**.
6. On the **Appointment Details** page, click the **Pay for Ink Card Submission** to register. This will communicate that an ink card will be mailed in for conversion to an electronic fingerprint record.
7. Complete the entire registration process to get a confirmation number. The confirmation number must be included with the fingerprint card when it is submitted for processing. The number will also need to be entered in *IHCP Provider Screening Addendum* in the *IHCP Enrollment and Profile Maintenance Packet* and should be kept for tracking purposes.
8. Choose a payment method for the \$11.95 processing fee to convert the ink card to an electronic fingerprint record.
9. When completing the fingerprint card, make sure to **include full name, date of birth, address, and payment confirmation number**. In case there are questions related to the processing of the fingerprint card, include at least two means of contact (for example, a daytime and evening telephone number or email address, and so on).
10. The fingerprint card should be mailed to:

IDENTOGO
Cardscan Department
6840 Carothers Drive, Suite 650
Franklin, TN 37067-9929

For tracking and security reasons, use of a shipping service with tracking services is recommended.

11. Failure to complete the process as stated will result in the card being returned, delaying the process.

If you prefer to schedule through the IdentoGo Call Center or for verification that a fingerprint card has been processed:

1. Call (877) 472-6917 Mon-Fri, 7 a.m. – 6 p.m. and speak with a customer service representative.
2. Please allow three days from the date of receipt before calling to check on processing status.

Please remember to bring a valid photo ID to the fingerprint appointment!